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**PURCHASE ORDER REQUISITION APPROVAL (BUD-P005)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure discusses how to process on-line requisition approvals in Sacramento City Unified School District.

**The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.**

**2.0 RESPONSIBILITY:**

- 2.1 Budget Department

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Budget Director

**4.0 DEFINITIONS:**

- 4.1 P.O. – Purchase O

4.4.4 Neu

notepad of the requisition.

Id be identified in the

4.4.7 Partial Pay – Par

mpleted.

4.4.10Cancel – The requisition has been cancelled.

4.5 Funding io been c

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- 4.8.1 Computer – To acquire computer hardware and related items, but not software programs.
- 4.8.2 Blanket Order – To cover continual charges from a vendor during a single school year.
- 4.8.3 Regular Buy Out (Purchase Orders) – To acquire merchandise or services from a vendor.
- 4.8.4 Textbook – To acquire State/Board adopted core curriculum materials.
- 4.8.5 Service Agreement - To acquire unique, limited and one-time kind of service(s). Such as, Presenters, Speakers, Trainers, Consultants. (Cannot be used for district employees)

**5.0 PROCEDURE:**

- 5.1 Requisition is entered into Escape by the site.
  - 5.2 Pull up approval list or indivi
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<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision</u>
11/12/04	A	Initial Release

**\*\*\* End of procedure \*\*\***